

CHARLOTE A. COX ELEMENTARY
PARENT TEACHER ASSOCIATION STANDING RULES

- 1 **I. Members of the Executive Board**
- 2 A. All board members are responsible for ensuring that the affairs of Cox Elementary
- 3 PTA are conducted according to the requirements set in the association’s Bylaws
- 4 and Standing Rules, Texas and National PTA rules, and public law, including federal
- 5 tax codes pertaining to the association’s non-profit status.
- 6 B. Executive board members shall not expect privileges or rights that are not due any
- 7 other parent or taxpayer in the district.
- 8 C. Executive board members shall not speak to district personnel or media as
- 9 representing Cox Elementary PTA unless authorized to do so by the membership.
- 10 **II. Meeting Minutes**
- 11 A. The PTA President shall appoint a committee of three (3) members at each PTA
- 12 executive board meeting to approve the minutes of that PTA executive board
- 13 meeting.
- 14 B. The PTA President shall appoint a committee of three (3) members at each PTA
- 15 general membership meeting to approve the minutes of that PTA general
- 16 membership meeting.
- 17 **III. Training Expenses**
- 18 A. This Local PTA shall pay the expenses for members of newly-elected officers to
- 19 complete the Texas PTA Foundation: Leader Orientation.
- 20 B. This Local PTA shall pay the expenses of PTA executive board members to the
- 21 Texas PTA LAUNCH in the following order, as funds allow:
- 22 1. President,
- 23 2. First Vice-President,
- 24 3. Second Vice-President,
- 25 4. Third Vice-President,
- 26 5. Treasurer,
- 27 6. Secretary, and
- 28 7. Parliamentarian.
- 29 C. This Local PTA shall limit event expenses to the following:
- 30 1. Registration fee;
- 31 2. Reasonable and customary parking fees;
- 32 3. When distance exceeds 50 miles from Charlotte A. Cox Elementary, hotel
- 33 accommodations at published seminar double-occupancy rate;
- 34 4. When distance exceeds 50 miles from Charlotte A. Cox Elementary, mileage
- 35 reimbursement per current IRS standard mileage rate; and
- 36 5. Meals not to exceed \$36.00 per person per day.

- 1 a. If a meal is included in a prepaid event, no reimbursement will be paid for that
- 2 meal.
- 3 b. Alcohol purchases shall not be reimbursed.

4 **IV. Financial**

- 5 A. A board member who is NOT an authorized signer on the bank account shall be
- 6 appointed to review the monthly bank statements. After said review, the designated
- 7 board member shall initial the statement and forward to the treasurer for
- 8 reconciliation.
- 9 B. All money shall be counted by at least two (2) persons, and all counters shall sign a
- 10 completed Itemized Receipt/Deposit Form. A copy of this form shall be retained by
- 11 the treasurer.
- 12 C. Any check made payable to this Local PTA that is returned as non-sufficient funds
- 13 (NSF) will be re-deposited two (2) times. Any charges incurred by this Local PTA
- 14 because of non-sufficient funds shall be charged to the check writer. This Local PTA
- 15 reserves the right to refuse subsequent checks from the check writer and require
- 16 either cash or money orders for payment.
- 17 D. This Local PTA shall not use credit or debit cards.
- 18 E. This Local PTA shall reimburse allowable, budgeted expenses to members who
- 19 submit receipts with proper documentation to the treasurer within thirty (30) days of
- 20 the event or within three (3) days of the end of the school year, whichever comes
- 21 first.
- 22 F. This Local PTA shall not reimburse sales tax unless the purchase is made at a
- 23 warehouse club (Sam's or Costco) or the PTA executive board gives prior approval
- 24 for the exception. Any member making purchases on behalf of or for this Local PTA
- 25 shall use the tax exempt form.
- 26 G. This Local PTA shall require a written contract with any business/vendor when
- 27 purchasing non-refundable merchandise or when making significant expenditures for
- 28 service.
- 29 H. The PTA executive board shall submit a budget for the next fiscal year at the last
- 30 general membership meeting for approval by the membership.
- 31 I. This Local PTA shall have a carryover in the checking account of not less than eight
- 32 thousand dollars (\$8,000.00) at the end of the fiscal year, the primary purpose of
- 33 which is to cover start-up expenses.

34 **V. Bonding and Insurance**

- 35 A. The following insurance shall be purchased annually by this Local PTA:
- 36 1. General liability insurance,
- 37 2. General aggregate,
- 38 3. Personal and advertising,
- 39 4. Fire damage,
- 40 5. Medical,
- 41 6. Property,

- 1 7. Officers' liability, and
- 2 8. Social Media liability.

3 **VI. Births and Condolences**

4 A. Congratulations and condolences expressed by this Local PTA as the result of births
5 and/or deaths amongst the Cox Elementary PTA faculty, staff, and volunteers shall
6 be in the form of greeting cards. If the PTA executive board wishes to extend a gift,
7 this must be funded by the personal finances of the board members and not the
8 funds of this Local PTA.

9 **VII. Additional Officer Duties**

10 A. First Vice-President—As Chairperson of the Parent Education Committee, the First
11 Vice-President shall:

- 12 1. Recruit committee members to assist with goals and programs, as necessary;
- 13 2. Seek information and assistance from the Council PTA chairperson, as
14 necessary;
- 15 3. Choose program topics concerned with school and/or community needs;
- 16 4. Prepare and present parent education and programming workshop(s);
- 17 5. Write articles for the local newsletter and/or Website, when requested by PTA
18 President;
- 19 6. Keep a procedure book to be passed on to the next chairperson, including
20 recommendations for the next year;
- 21 7. Apply for the Texas PTA Parent Education/Programming Award for Local PTAs,
22 as appropriate; and
- 23 8. Perform other duties deemed appropriate by the PTA executive board.

24 B. Second Vice-President—As Chairperson of the Fundraising committee, the Second
25 Vice-President shall:

- 26 1. Recruit committee members to assist with goals and programs, as necessary;
- 27 2. Present to the PTA executive board a fundraising plan, which includes no less
28 than four (4) fundraising options, for approval at the first PTA executive board
29 meeting of the school year;
- 30 3. Advertise approved fundraising events via student stickers, campus signage,
31 flyers, newsletters, e-blasts, and/or Cox PTA social media;
- 32 4. Coordinate the implementation of approved fundraising events.
- 33 5. NOT commit to any fundraisers without the express consent of the PTA
34 President. Pursuant to the bylaws of this PTA, all contracts must be signed by
35 the PTA President;
- 36 6. Maintain records of all communications and contact information for fundraising
37 efforts to be passed on to the next chairperson; and
- 38 7. Keep a procedure book to be passed on to the next chairperson, including
39 recommendations for the next year;

1 C. Third Vice-President—As Chairperson of the Membership committee, the Third Vice-
2 President shall:

- 3 1. Recruit committee members to assist with goals and programs, as necessary;
- 4 2. Set membership goals and present to the PTA executive board a membership
5 campaign plan for approval at the first PTA executive board meeting;
- 6 3. Ensure completion and submission of membership list and dues report to Texas
7 PTA by October 15;
- 8 4. Coordinate the implementation of a membership campaign;
- 9 5. Provide the secretary with an updated membership list for each general
10 membership meeting;
- 11 6. Apply for membership awards from Texas PTA;
- 12 7. Chair the Life Membership committee, if needed; and
- 13 8. Keep a procedure book to be passed on to the next chairperson, including
14 recommendations for the next year.

15 **VIII. Other Board Positions**

16 A. Faculty representative—At least one (1) faculty representative shall be appointed by
17 the principal. The faculty representative shall:

- 18 1. Be responsible for attending PTA executive board and general membership
19 meetings;
- 20 2. Serve as a communication link between faculty, staff, and this Local PTA; and
- 21 3. Solicit staff input when requested.

22 **IX. Standing Committees**

23 The standing committees of this Local PTA shall include:

24 A. Hospitality

- 25 1. This committee shall be composed of a chairperson who will attend PTA
26 executive board meetings as a voting member and recruit committee members to
27 assist with duties, as necessary.
- 28 2. This committee shall be responsible for:
 - 29 a. Hosting all general membership meetings by creating a friendly welcoming
30 atmosphere;
 - 31 b. Providing Back to School, Soup for the Soul, and Teacher Appreciation
32 events for the faculty and staff, which include:
 - 33 (1) Coordinating food item donations,
 - 34 (2) Securing volunteers to serve, and
 - 35 (3) Reserving school location for the events;
 - 36 c. Securing refreshments for other PTA programs and “Open Houses”;
 - 37 d. Submitting all receipts for reimbursement, according to standard
38 reimbursement policies, to the treasurer;

- 1 e. Recommending budget line items for the next fiscal year to the PTA
2 executive board;
- 3 f. Performing other related duties as deemed appropriate by the PTA executive
4 board; and
- 5 g. Keeping a procedure book to be passed on to the next chairperson, including
6 recommendations for the next year.

7 B. Box Tops for Education (BTFE)

- 8 1. This committee shall be composed of a chairperson who will attend PTA
9 executive board meetings as a voting member and recruit committee members to
10 assist with duties, as necessary.
- 11 2. This committee shall be responsible for:
 - 12 a. Communicating details of the BTFE program to parents and students via
13 campus signage, flyers, newsletters, e-blasts, and/or Cox PTA social media;
 - 14 b. Collecting, counting, and monitoring the number of Box Tops received per
15 class;
 - 16 c. Announcing winners of BTFE collection contests and arranging for classroom
17 incentives (e.g. popcorn party, extra recess);
 - 18 d. Submitting BTFE for redemption no less than two (2) times per year;
 - 19 e. Recommending budget line items for the next fiscal year to the PTA
20 executive board;
 - 21 f. Submitting all receipts for reimbursement, according to standard
22 reimbursement policies, to the treasurer;
 - 23 g. Performing other related duties as deemed appropriate by the PTA executive
24 board; and
 - 25 h. Keeping a procedure book to be passed on to the next chairperson, including
26 recommendations for the next year.

27 C. Spirit Night

- 28 1. This committee shall be composed of a chairperson who will attend PTA
29 executive board meetings as a voting member and recruit committee members to
30 assist with duties, as necessary.
- 31 2. This committee shall be responsible for:
 - 32 a. Negotiating with at least four (4) different area restaurants to secure at least
33 four (4) specific dates wherein Cox PTA will receive a portion of the proceeds
34 from said night's sales, based on approval from the PTA executive board;
 - 35 b. Advertising approved Spirit Nights via student stickers, campus signage,
36 flyers, newsletters, e-blasts, and/or Cox PTA social media;
 - 37 c. Maintaining records of all communications and contact information for Spirit
38 Nights to be passed on to the next chairperson;
 - 39 d. Keeping a procedure book to be passed on to the next chairperson, including
40 recommendations for the next year;

- 1 e. Submitting all receipts for reimbursement, according to standard
- 2 reimbursement policies, to the treasurer;
- 3 f. Recommending budget line items for the next fiscal year to the PTA
- 4 executive board; and
- 5 g. Performing other related duties as deemed appropriate by the PTA executive
- 6 board.

7 D. Spirit Wear

- 8 1. This committee shall be composed of a chairperson who will attend PTA
- 9 executive board meetings as a voting member and recruit committee members to
- 10 assist with duties, as necessary.
- 11 2. This committee shall be responsible for:
 - 12 a. Securing bids from no less than two (2) vendors for spirit wear;
 - 13 b. Negotiating with vendors to establish the best price available for spirit wear
 - 14 items (t-shirts, hoodies, etc.);
 - 15 c. Selecting two (2) spirit wear designs from vendor to present to the PTA
 - 16 executive board for approval;
 - 17 d. Creating order forms for approved spirit wear and advertising spirit wear
 - 18 sales via campus signage, flyers, newsletters, e-blasts, and/or Cox PTA
 - 19 social media;
 - 20 e. Maintaining a spreadsheet of spirit wear orders;
 - 21 f. Forwarding all spirit wear funds to the PTA treasurer;
 - 22 g. Ordering spirit wear from the selected vendor and verifying order accuracy
 - 23 when received;
 - 24 h. Delivering spirit wear to students;
 - 25 i. Submitting all receipts for reimbursement, according to standard
 - 26 reimbursement policies, to the treasurer;
 - 27 j. Recommending budget line items for the next fiscal year to the PTA
 - 28 executive board; and
 - 29 k. Keeping a procedure book to be passed on to the next chairperson, including
 - 30 recommendations for the next year.

31 E. Social Media

- 32 1. This committee shall be composed of a chairperson who will attend PTA
- 33 executive board meetings as a voting member and recruit committee members to
- 34 assist with duties, as necessary.
- 35 2. This committee shall be responsible for:
 - 36 a. Soliciting and posting announcements from PTA executive board members,
 - 37 standing committees, and special committees about PTA-sponsored events
 - 38 on Cox PTA social media outlets (Facebook, Twitter, Pinterest, etc.);
 - 39 b. Monitoring activity on Cox PTA social media accounts; and

1 c. Keeping a procedure book to be passed on to the next chairperson, including
2 recommendations for the next year.

3 F. Volunteer Coordinator

4 1. This committee shall be composed of a chairperson who will attend PTA
5 executive board meetings as a voting member and recruit committee members to
6 assist with duties, as necessary.

7 2. This committee shall be responsible for:

8 a. Providing volunteer training at the beginning of the school year;

9 b. Coordinating active involvement of all volunteer activities for this Local PTA;

10 c. Setting up volunteer sign-ups and sending e-blasts to registered volunteers;

11 d. Recruiting and organizing volunteers for all Local PTA-sponsored events;

12 e. Recruiting and organizing volunteers for Cox Elementary school events, as
13 requested by principal and/or staff;

14 f. Working closely with the school principal, PTA executive board members,
15 standing committees, special committees, and Room Parent Coordinator;

16 g. Maintaining and managing the workroom brown bag requests and lamination
17 requests;

18 h. Submitting all receipts for reimbursement, according to standard
19 reimbursement policies, to the treasurer;

20 i. Recommending budget line items for the next fiscal year to the PTA
21 executive board; and

22 j. Keeping a procedure book to be passed on to the next chairperson, including
23 recommendations for the next year.

24 G. Room Representative Coordinator

25 1. This committee shall be composed of a chairperson who will attend PTA
26 executive board meetings as a voting member and recruit committee members to
27 assist with duties, as necessary.

28 2. This committee shall be responsible for:

29 a. Providing training on Room Parent responsibilities at the beginning of the
30 year;

31 b. Recruiting a Room Parent for classes that do not have one;

32 c. Working with Room Parents to coordinate the baskets for the silent auction
33 during Winter Wonderland, if applicable;

34 d. Maintaining teacher like/dislike inventory sheets and coordinating with
35 webmaster to update relevant documents on website at the beginning of each
36 year;

37 e. Obtaining and distributing teacher birthday list and coordinating with room
38 parents to ensure timely celebrations;

- f. Communicating regularly with Room Parents regarding various classroom parties/events, as well as helping Room Parents during Teacher Appreciation week in May, as needed; and
- g. Keeping a procedure book to be passed on to the next chairperson, including recommendations for the next year.

X. Special Committees

- A. Special committees can be created as needed by the PTA executive board.
- B. Special committees are formed for a specific purpose or event and dissolve at the conclusion of said purpose or event.
- C. Chairpersons of special committees will recruit committee members to assist with duties as necessary.
- D. Chairpersons of special committees are not voting members of the PTA executive board.
- E. Chairpersons of special committees report committee progress to the PTA executive board via the PTA President or by attending the PTA executive board meetings, when invited.
- F. Special committees will include:
 - 1. Carnival
 - a. The chairperson shall be appointed by the PTA President, subject to the approval of the PTA executive board. The Carnival chairperson shall:
 - (1) Plan and manage all aspects of the Cox PTA annual carnival and oversee carnival subcommittees;
 - (2) Keep a procedure book to be passed on to the next chairperson, including recommendations for the next year;
 - (3) Recommend budget line items for the next fiscal year to the PTA executive board; and
 - (4) Submit all receipts for reimbursement, according to standard reimbursement policies, to the treasurer.
 - b. Carnival subcommittees may include:
 - (1) Booths
 - a) Recommend specific booths/attractions to be included at carnival;
 - b) Order prizes for each booth;
 - c) Determine supplies, if needed, for booths and purchase said supplies;
 - d) Submit all receipts for reimbursement, according to standard reimbursement policies, to the treasurer;
 - e) Provide map, including rain plan, of carnival booths to communication chair;

- 1 f) Work closely with volunteer coordinator to ensure each booth is
- 2 manned appropriately with volunteers;
- 3 g) Monitor booths during carnival to restock prizes/supplies as
- 4 necessary; and
- 5 h) Perform any other related duties that the Carnival chairperson
- 6 may deem appropriate.

7 (2) Communications

- 8 a) Prepare and distribute all campus signage, flyers, newsletters, e-
- 9 blasts, and/or Cox PTA social media; and
- 10 b) Provide information to Webmaster and Social Media chair in
- 11 timely manner.

12 (3) Ticket sales

- 13 a) Coordinate ticket pre-sales (online and on-campus);
- 14 b) Distribute pre-sale tickets to students prior to carnival;
- 15 c) Coordinate ticket sales during carnival; and
- 16 d) Maintain accurate spreadsheet of all ticket sales.

17 (4) Concessions

- 18 a) Establish concession menu;
- 19 b) Secure concession related donations from vendors;
- 20 c) Arrange for purchase of all necessary items for concession sales;
- 21 d) Arrange for rental of any needed concession equipment;
- 22 e) Submit all receipts for reimbursement, according to standard
- 23 reimbursement policies, to the treasurer;
- 24 f) Manage concession volunteers; and
- 25 g) Maintain accurate inventory of drink donations and supplement
- 26 with purchases, as necessary.

27 (5) Volunteer coordinator

- 28 a) Set up booth specific, time specific sign-up sheet for student
- 29 volunteers;
- 30 b) Recruit student volunteers through local middle school and high
- 31 school organizations;
- 32 c) Create name tags with assigned booths and times; and
- 33 d) Sign off on student volunteer forms.

34 2. Winter Wonderland

- 35 a. The chairperson shall be appointed by the PTA President, subject to the
- 36 approval of the PTA executive board. The Winter Wonderland chairperson
- 37 shall:

- 1 (1) Plan and manage all aspects of the Cox PTA Winter Wonderland and
2 oversee Winter Wonderland subcommittees;
- 3 (2) Keep a procedure book to be passed on to the next chairperson,
4 including recommendations for the next year;
- 5 (3) Submit all receipts for reimbursement, according to standard
6 reimbursement policies, to the treasurer; and
- 7 (4) Recommend budget line items for the next fiscal year to the PTA
8 executive board.
- 9 b. Winter Wonderland subcommittees may include:
 - 10 (1) Activities
 - 11 a) Recommend specific activities (such as bike parade, pajama
12 parade, pictures with Santa, snowball fights) to be included at
13 Winter Wonderland;
 - 14 b) Determine supplies, if needed, for activities and order said
15 supplies;
 - 16 c) Submit all receipts for reimbursement, according to standard
17 reimbursement policies, to the treasurer;
 - 18 d) Provide map, including rain plan, of Winter Wonderland activities
19 to communication chair;
 - 20 e) Ensure each activity is manned appropriately with volunteers;
 - 21 f) Monitor activities during Winter Wonderland to restock supplies as
22 necessary; and
 - 23 g) Perform any other related duties that the Winter Wonderland
24 chairperson may deem appropriate.
 - 25 (2) Donations
 - 26 a) Draft donation letter to be given to businesses;
 - 27 b) Coordinate and train, as necessary, volunteers to secure
28 donations for silent auction;
 - 29 c) Maintain master donations spreadsheet to track donations; and
 - 30 d) Keep all donations until day before auction.
 - 31 (3) Communications
 - 32 a) Prepare and distribute all campus signage, flyers, newsletters, e-
33 blasts, and/or Cox PTA social media; and
 - 34 b) Provide information to Webmaster and Social Media chair in
35 timely manner.
 - 36 (4) Concessions

- 1 a) Establish concession menu;
- 2 b) Secure concession related donations from vendors;
- 3 c) Arrange for purchase of all necessary items for concession sales;
- 4 d) Manage concession volunteers; and
- 5 e) Submit all receipts for reimbursement, according to standard
- 6 reimbursement policies, to the treasurer.

7 3. Book Fair

- 8 a. The chairperson shall be appointed by the PTA President, subject to the
- 9 approval of the PTA executive board. The Book Fair chairperson shall:

- 10 (1) Consult with the principal, librarian, and PTA President to secure date(s)
- 11 of the Scholastic Book Fair(s);
- 12 (2) Be the main contact between the PTA and Scholastic Book Fair
- 13 representatives;
- 14 (3) Establish theme for Book Fair;
- 15 (4) Secure training materials from Scholastic and ensure familiarity with the
- 16 necessary procedures;
- 17 (5) Recruit and train volunteers for Book Fair with the assistance of the
- 18 volunteer coordinator;
- 19 (6) Make daily deposits (following PTA financial protocols) of Book Fair
- 20 proceeds;
- 21 (7) Monitor inventory of books during the Book Fair and place replacement
- 22 orders, as necessary; and
- 23 (8) Host teacher preview event.

24 4. Reflections

- 25 a. The chairperson shall be appointed by the PTA President, subject to the
- 26 approval of the PTA executive board. The Reflections chairperson shall:

- 27 (1) Review Reflections guidelines and rules at www.txpta.org;
- 28 (2) Advertise Reflections theme, categories, and deadlines no less than three
- 29 weeks in advance by utilizing campus signage, flyers, newsletters, e-
- 30 blasts, and/or Cox PTA social media;
- 31 (3) Collect entries and verify eligibility of each participant/entry;

- 1 (4) Arrange for judging committee in accordance with state/national
2 guidelines;
- 3 (5) Order award medals, ribbons, and certificates from state PTA;
- 4 (6) Submit all receipts for reimbursement, according to standard
5 reimbursement policies, to the treasurer;
- 6 (7) Arrange, advertise, invite participants, and host local (Cox) awards
7 ceremony;
- 8 (8) Submit winning entries eligible for district advancement in a timely
9 fashion;
- 10 (9) Arrange for Reflections results to be posted on Cox PTA website and
11 Social Media;
- 12 (10) Monitor results of Cox students' entries at the Council, State, and
13 National levels; and
- 14 (11) Facilitate return of students' entries, when allowed.

15 5. Clothes Closet/Lost & Found

- 16 a. This committee shall be composed of a chairperson who will recruit
17 committee members to assist with duties, as necessary.
- 18 b. Specific duties of the Clothes Closet chairperson are outlined by the LISD
19 Council PTA, including securing volunteers for assigned Cox Elementary
20 Clothes Closet dates.
- 21 c. With regard to Lost & Found, this committee shall be responsible for:
 - 22 (1) Maintaining and organizing items in the lost and found closet;
 - 23 (2) Scheduling donation/clean-out days;
 - 24 (3) Communicating with staff, parents, and students about the lost and found
25 closet and donation/clean-out schedule; and
 - 26 (4) Performing other related duties as deemed appropriate by the PTA
27 executive board.

28 6. Webmaster

- 29 a. This committee shall be composed of a chairperson who will recruit
30 committee members to assist with goals and programs, as necessary.
- 31 b. The chairperson shall be responsible for:

1 (1) Communicating with PTA executive board members, standing
2 committees, and special committees in order to maintain the Cox PTA
3 website with up-to-date information; and

4 (2) Sending e-blasts to registered members, as needed, to communicate
5 volunteer needs and promote Local PTA and school events.

6 7. Healthy Lifestyles

7 a. This committee shall be composed of a chairperson who will recruit
8 committee members to assist with duties, as necessary.

9 b. Specific duties of the Healthy Lifestyles chairperson are outlined by the LISD
10 Council PTA.

11 8. Legislative Action Chair

12 a. This committee shall be composed of a chairperson who will recruit
13 committee members to assist with duties, as necessary.

14 b. Specific duties of the Legislative Action chairperson are outlined by the LISD
15 Council PTA.

16 **XI. Life Membership**

17 A. Each year, the PTA executive board may select two (2) individuals for recognition by
18 awarding one (1) Texas PTA Honorary Life Membership and one (1) Texas PTA
19 Extended Service Award, as the budget allows. Nominations may be made by any
20 member in good standing and shall be voted on by the PTA executive board.

21 **XII. Awards**

22 A. Awards recognizing Cox PTA as a whole shall be the property of this Local PTA and
23 not individuals.

24 B. Awards recognizing individual members (e.g., outstanding volunteer) shall be
25 retained by the individual.

26 **XIII. Volunteer of the Year Award**

27 A. At the conclusion of each school year, one (1) individual shall be honored by
28 receiving the Roxanne Adams Outstanding Volunteer Award. Nominations shall be
29 accepted through April 15th from any PTA member in good standing and final
30 selection shall be made by the PTA executive board. The outstanding volunteer shall
31 be honored at the end of the school year with a plaque or similar award, not to
32 exceed the cost of seventy-five dollars (\$75.00).

33 **XIV. Contributions to New PTAs**

34 A. This Local PTA shall be authorized to make a one-time donation to new PTAs within
35 Leander Independent School District, at the request of said PTA, in an amount not to
36 exceed one-hundred dollars (\$100.00).